

Job details

Salary

\$15 - \$19 an hour

Job Type

Full-time

Number of hires for this role

1

Benefits

Health insurance

Dental insurance

Flexible spending account

Paid time off

Employee assistance program

Vision insurance

Professional development assistance

Life insurance

Retirement plan

Full Job Description

Utility Billing Clerk Job Description

The Utility Clerk is responsible for clerical and accounting work performed in the municipal utility portion of the Finance Department. The team member occupying this position is responsible for assisting with the maintenance of the city's utility billing records and accounts, cash receipting, and customer service. There may be work projects that need to be produced in a timely manner and other office tasks as deemed necessary.

Reports to: Office Manager

Salary:

Exempt: No

Essential Functions:

Duties include, but are not limited, to:

- Assists with maintenance of utility records for the city's sewer and water utilities; processes billings.
- Receives utility payments and other revenue payments; posts in Cash Receipting program to General Ledger.
- Performs utility account collection activities with the authority to negotiate adjustments in balances owed.
- Processes open and close requests for service forms.
- Prepares monthly meter reader books and assists meter readers in obtaining accurate information.
- Provides reception services at the city hall by answering the telephone, fax machine, public works cell phones, and personal inquiries.

- Produces letters, memoranda, reports, tabulations, and other materials as requested.
- Sorts and files correspondence, checks, vouchers, and other materials, numerically, alphabetically, or by other prescribed methods.
- Assists in the maintenance of records and files.

Qualification Requirements:

- Typical administrative practices and processes associated with local government offices or functions, or possess the ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software. Utility Billing Clerk
- Office machines, such as scanner, computer, copier, and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours, and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- High School diploma/GED required.
- Education requirements include an Associate's degree or equivalent in public or business administration, or related field.
- Two (2) years of experience in administrative work preferably in a utility department or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

Other Requirements:

- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Supervisory Responsibilities: No

Working Conditions:

The work condition characteristics described here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.

- May include flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training, and conducting City business.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying, and other administrative work.
- Must possess general manual dexterity to operate a computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about the office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes, and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

Job Type: Full-time

Pay: \$15.00 - \$19.00 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work Location:

- One location

Typical start time:

- 8AM

Typical end time:

- 5PM

Pay Frequency:

- Bi weekly or Twice monthly

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Detail-oriented -- would rather focus on the details of work than the bigger picture

Company's website:

- www.dalharttx.gov

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- No

Work Location: One location